



Iowa Department of Education
Division of Community Colleges and Workforce Preparation
400 E. 14th St.
Des Moines, IA 50319-0146

GED Diploma or Transcript Request Form

Check Those Documents You Need (✓)	DOCUMENTS	PURPOSE AND REQUIREMENTS	COST	TIME REQUIRED
A	Copy of a GED Diploma	May be ordered if you successfully completed and passed your GED tests and were awarded a High School Equivalency Diploma by the Iowa Dept. of Education.	\$5.00	3-5 Business Days
B	Transcript	You will receive an official transcript which includes scores and test dates. (You may also contact the community college where you tested for this information.)	\$5.00	3-5 Business Days
Verification Letter (Please use alternate form.)		You may request a Verification Letter to be sent by FAX or Email using the GED Verification Form available on the Iowa Dept. of Education website (http://www.iowa.gov/educate/) if you do not need an official GED Diploma or transcript, but you did satisfactorily complete and pass the GED tests in Iowa.		

Payment must be in the form of a money order or check made payable to: **Iowa Dept. of Education**

Name at the time of testing:	Date Original Diploma Was Issued:	Testing Location:	
Current Name (if different):	Social Security Number:	Birth Date:	
Street Address:	City:	State:	Zip:
Phone Number:	Email:	Fax (if available):	
Any additional information that would be helpful?			

If you wish to have the document(s) sent to a different person and/or location, please fill out the section below:

Name:	Phone:	Fax:	
Street Address:	City:	State:	Zip:
Email:	Any additional information that would be helpful?		

REQUIRED FOR PROCESSING:

Signature of GED Graduate:		Date of Request:	
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Mail this form and Payment to: Iowa Department of Education Attention: GED Records Specialist Division of Community Colleges and Workforce Preparation 400 E. 14th St. Des Moines, IA 50319-0146	PLEASE: Do not make multiple calls or fax multiple copies regarding the same request. We will process your request as quickly as possible. Thank you!
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Questions: Please email GEDhelp@iowa.gov or call (515) 281-7308